

Top Training Courses Straight from the Manufacturer

Your decisive advantage in terms of productivity







Matrix42 Academy

At a glance

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About Us



Matrix42 at a glance:

- **>** Founded in **1992**
- More than 450 employees
- > 50 partners in over ten countries
-) Own cloud data centers in Germany and Switzerland and Microsoft Azure Cloud (international)
- Head office in Frankfurt, offices in Switzerland, Austria, France, Netherlands, Italy, Poland, and USA

The traditional world of work is undergoing a major transformation, as the workplace is becoming a digitalized working environment. Mobile work is becoming the norm due to the widespread proliferation of devices and apps.

The challenges

Heterogeneous IT infrastructures, cumbersome service provision, shadow IT, and increased data security requirements – many manufacturers are responding to this with even more complex management tools. Matrix42 has opted for integration and simplification instead.

Make life easier for yourself and your IT department by choosing our company's solutions.

Over 5,000 satisfied customers

98% percent contract	90% percent	> 200 new customers	> 6 Mio.

Your Key Benefits

Your training deserves only the best





Modern training centers

Quality meets comfort. The superbly equipped training rooms are located directly at our head office in Frankfurt/Main. The cozy lounge pampers visitors by offering free coffee, tea, and other drinks – not only during breaks.



Highly qualified trainers

You won't learn from just anybody – you will learn from the best. Your trainers are our most experienced consultants and architects, who are regularly on the road to supervise numerous numerous projects.



Training from true experts

You are trained directly by the manufacturer. This is what sets us apart from other training providers. Our training contents have been developed in cooperation with the development, consulting, and support departments. This means that you can expect hands-on activities guided by experienced teachers instead of dry theory and PowerPoint slides!



English language training

We also offer many of our training courses in English. Please feel free to ask us personally or check out our Marketplace.



Online training

Each of our training courses can also be booked as online training. Please contact us personally; we will be happy to set up the corresponding course for you.



Individual training

Would you prefer an individual training tailored to the needs of your IT teams? No problem. Depending on your needs, we will design and set up an individual training course – either online or directly at your premises, whichever suits your needs. Please feel free to ask us about this offering.

The ImagoVerum Learning Environment

The fictitious company with unlimited productivity

We use ImagoVerum to simulate a fictitious but realistic working and learning environment. This makes it easier for you to understand and use our software under "real-life" conditions.

ImagoVerum a leader in the automotive and service industry. The company's head office is located in Frankfurt. ImagoVerum has more than 5,000 employees around the world. The company has an innovative and mature IT department with centralized structures at different locations.

ImagoVerum implements a wide range of software solutions from Matrix42. Participants can use this virtual environment to explore connections and test all of the software's functions.



The Training Procedure

Concrete scenarios are trained on the basis of situations that occur in every-day office life at ImagoVerum. The basic training courses provide you with an overview of the basic functions of our products. You are familiarized with the connections between the individual processes and get to know use cases. Building on this and your previous knowledge, you can make the best use of our advanced training portfolio.

Online Training

We also offer many training courses remotely, allowing you to attend them from your home or office. In this training mode, you join a virtual classroom and work in a virtual training environment.

You need the following to participate:

- > A laptop or desktop computer with a keyboard and mouse
- Two monitors (Matrix42 recommends three)
- A headset (alternatively a landline telephone that can be muted)
- > A browser, preferably Chrome or Firefox, and a stable Internet connection
- > Settings that enable the installation of the Citrix GoTo Training
- Web client



Service Management

The out-of-the-box solution to increase the productivity and quality of your Service department

Matrix42 Service Management is a modular, web-based complete solution for automated provisioning, management, and adaptation of IT and specialist department services and processes. It includes the Service Desk, Service Catalog, and IT-Asset Management modules and a Workflow Studio with Data Modeler.



Become a service management professional. In six consecutive training modules, you will learn about the extensive possibilities for service creation and process automation.

- Matrix42 Service Management Basics
- **Matrix42 Service Management** Administration Basic
- > Matrix42 Service Management Administration Advanced
- > Matrix42 Service Management Workflows 1: Workflow Studio Basic
- Matrix42 Service Management Workflows 2: Create, Adjust & Manage Workflows
- Matrix42 SolutionBuilder (UUX)

You can find all relevant information on training content, dates, and booking at:

Top Training Courses Straight from the Manufacturer



Matrix42 Service **Management** Basics



Project managers

ITSM process owners

Specialist users or managers in the areas of IT controlling, workspace management or IT administrators



In this three-day product training, you will learn how to provide and manage various IT services using the "Services" module of your Matrix42 Service Management solution.

The efficient processing of faults, issues, changes, and tasks forms the basis for solution-oriented escalation management.

You will develop evaluations that assess the fulfillment of service level agreements and learn how to control the ticket volume. This enables you to continuously improve the quality of service. In Service Catalog, you define standard products and services and set up release or automation processes.

- Overview of Matrix42 Service Desk and Service Catalog
- > Self-Service Portal
- Inventory systems
- Active Directory
- > E-mail
- User interface
- > User roles and access rights
- Global system settings
- > Call tracker
- Master data
-) Import definitions
- > Self Service Portal
- Setting priorities
- Service Desk default settings
- > Service level agreement, operation level Agreement, underpinning
- Contract
- > Recording working times
- Incident
- > Knowledge base
- > Problem
- Change
- Actions
- Announcements
- Service Desk evaluation
- Service Catalog default settings
- > Services, bundles, groups, & packages
- Ordering
- Booking
- Acceptance
- Create
- > Service Catalog evaluation
- Collaboration
- Compliance rules

Administration Basic



Project managers

ITSM process owners

Specialist users or managers in the areas of IT controlling, workspace management or IT administrators



This product training course provides you with all the basic knowledge necessary for setting up, configuring, and maintaining Matrix42 Service Management. One focus of the course is the interaction of the modules and the optimal adaptation and integration into the infrastructure of your company. You will also learn how to precisely adapt the product to your own needs.

© Requirements

Understanding the processes involved in providing services, basic knowledge of SQL, experience in the administration of IT infrastructures.



Set and adapt basic configurations

- > Navigation, layout, and design
- Organization and master data
- Interfaces (bidirectional) and Connections/Data providers
- Compliance rules, actions, and service activation
- Global settings

Assign and adjust authorizations

- Database scheme
- > Security and authorizations
- > Navigation, layout, and design

Ensure and monitor regular operation

Install updates and extensions

Maintenance and backup/updates

Data import/export

- Database scheme
-) Import definitions
- Data export

Administration Advanced



Project managers

ITSM process owners

Specialist users or managers in the areas of IT controlling, workspace management or IT administrators



This product training course provides you with all the knowledge necessary for setting up, configuring, and maintaining Matrix42 Service Management. One focus of the course is the interaction of the modules and the optimal adaptation and integration into the corporate infrastructure. You will also learn how to precisely adapt the product to your own needs. Furthermore, you will acquire the knowledge to extend the data model with your own tables and attributes and to connect these with existing product content. The course includes many representative exercises and practical tips!



In preparation for this course, participation in the **Matrix42 Service Management Administration Basic** training is strongly recommended!

Understanding the processes involved in providing services, basic knowledge of SQL, experience in the administration of IT infrastructures.



Analyze requirements and create initial data model

-) Understand requirements
- > Create initial data model
- > Extend selection lists
- Define main attributes and relations Create basic UI elements
- Understand requirements
- Create data source, data list, and navigation object
- > Create dialogs and previews
- Tips & tricks
- Complete the data model
-) Import data

Initial process design with conformity rules and actions

Create compliance rules

Automate processes

- > Provide service in Service Catalog
- Create process automation

Create reports and dashboards

Workflows 1: Workflow Studio Basic



Project managers

ITSM process owners

Specialist users or managers in the areas of IT controlling, workspace management or IT administrators



This training is suitable for IT managers and administrators who are planning to use Workflow Studio or want to learn about the areas of application, scope, and key features of this module. Participants will get to know the Workflow Studio interface and its elements, and they are introduced to the available workflow activities. Participants will create their own approval workflows. As a supplement to this training, we recommend in-depth training Matrix42 Service Management Workflows 2: Create, Adjust & Manage Workflows, which takes place immediately afterwards (to be booked separately).



Prior participation in the Matrix42 Service Management
Administration or Matrix42 Service Management Basics
training is recommended. Approximately six months
of practical experience with the Matrix42 Service
Management solution and routine handling of Service Desk
and/or Service Catalog.

Participants should be able to:

- Create configuration items
- Create data definitions
- > Know the database scheme
- Use the SolutionBuilder
- > Configure and design services



- Introduction
 - What are workflows from the perspective of a business process and from a technological point of view
 - Technologies used
 - Integration into the Matrix42 products
 - > Workflow activities, components, templates, and the workflow engine
- > Workflow Studio
 - > Familiarization with the interface
 - > Check workflows in and out
 - Integration context: How can a workflow be activated?
- My first workflow
 - Arguments and variables
 - > Process variables
 - Joint development, integration, and testing of a simple workflow
- > Product workflows
 - Get to know some of the standard workflows that ship with Matrix42
- Workflow activities
 - > Technical structure of activities
 - > Try out common activities
- Integration of workflows
 - > Action, compliance rule, activation
- Workflows in the Service Catalog
 - Integration of approval and provisioning workflows
- Administration
 - > Versioning, monitoring

Workflows 2: Create, Adjust & Manage Workflows



ITSM process owners

Specialist users, or managers in the areas of IT controlling, workspace management or IT administrators



The product training provides you with all the necessary knowledge to manage and create workflows within the Matrix42 Service Management or to adapt existing workflows. This includes understanding how the graphical workflow engine is structured internally and how the internal elements are managed.

© Requirements

Practical experience in Service Management administration and SQL knowledge (ability to understand and create SQL statements). Knowledge of the Matrix42 data model. Knowledge of Visual Basic and PowerShell is helpful. Prior participation in the Matrix42 Service Management Administration and Matrix42 Service Management Workflows 1: Workflow Studio Basic courses are recommended.

Participants should be able to:

- > Create configuration items
- Create data definitions
- Know the database scheme
- > Use the SolutionBuilder
- > Understand and design processes



- Administration of workflows (workflows, categories, assemblies, workflow configurations, workflow activities)
- Workflow migration
- Activity monitor
- The target groups for workflows, such as business users, release managers, workflow editors, developers
- > The Workflow Designer in detail
- Manage workflows
- Manage workflow activities
- Manage categories
- Manage workflow assemblies
- Manage workflow configurations
- Manage workflows of the previous version
- Monitor workflows
- Delivered workflows and templates
 - > Templates for provisioning workflows
 - Default change workflows
 - > Execute workflow from the compliance rule
 - > Execute workflow from actions
- > Provisioning workflow
- > Change workflow

Matrix42 SolutionBuilder (UUX)



ITSM process owners

IT administrators

Specialist users or those responsible for Enterprise Service Management



Participants learn how to use the SolutionBuilder in the Service Management Console to design the UUX. They are furthermore enabled to create processes in the interface that complement Workflow Studio.

© √☆ Requirements

Prior participation in the Matrix42 Service Management Administration or Matrix42 Service Management Basics training is recommended. Approximately six months of practical experience with the Matrix42 Service Management solution and routine handling of Service Desk and/or Service Catalog. Basic knowledge of SQL and Java Script is an advantage.

Participants should be able to:

- Create configuration items
- Create data definitions
- > Know the database schema
- > Configure and design services



Basic Components of UUX

- > Navigation item
- Dataset view
- **)** Data query
- > Structure
- > Search filter
- > Landing pages
- Application
- > Preview
- Dialog
- Wizard
- > Public API
- > Layout Designer

The Layout Designer

- Toolbox
-) Data model
- > Sources
- Context
- > Typical properties of controls
- Value
- > Required
- > Read only
- Visibility
-) Label
- Localization



Individual Training for Your Employees

We are happy to provide this service. Please contact us at:

trainings@matrix42.com



Software Asset Management

The 300% solution – automated, integrated, customizable

Matrix42 Software Asset Management (SAM) is a complete solution consisting of license, asset, and contract management. License and compliance managers receive an integrated solution for unified IT, asset, contract, and license lifecycle management. Matrix42 SAM allows you to optimize your software and hardware expenditures over the entire lifecycle – from planning to procurement and decommissioning.



We offer the following training courses in the field of Software Asset Management:

- > Matrix42 Software Asset Management Basics of licence management
- Matrix42 Software Asset Management Administration
- > Matrix42 Software Asset Management with Microsoft License Pro (MLP)
- Matrix42 Software Asset Management and IBM ILMT

You can find all relevant information on training content, dates, and booking at:

Matrix42 Software Asset Management Basics of licence management



SAM representatives Matrix42 partners

IT controllers IT license managers

Workspace management or IT administrators

Specialist users/specialist IT controllers/contract or budget managers

Commercial license administration staff

ITSM process owners



This training course provides you with the basic know-ledge required to introduce license management in your company. The course conveys basic knowledge, the legal background, as well as the basics of inventory checking and preparing a license balance sheet. It further focuses on processes, roles, and responsibilities within the area of Software Asset Management.

As a complement to this training course, we recommend the Matrix42 Software Asset Management with Microsoft License-Pro (MLP) and Matrix42 Software Asset Management Administration training courses, which are booked separately.



-) Basics of license management
 - > What is a license?
 - > Why do license management?
- Legal bases (laws, contracts)
 - > Right of use vs. license
 - Legal prerequisite in companies
- > Relevant inventory data
 - Commercial inventory
 - Installed inventory
 - > License balance sheet
- > Frameworks and maturity models
 - Microsoft Software Optimization model (SOM)
 -) ISO 19970
- **>** Processes
 - > Key processes
 - > How-to: process analysis & design
 - > Interfaces to other (IT) processes
- > Roles and responsibilities

Matrix42 Software Asset Management Administration



SAM representatives

IT controllers IT license managers

Workspace management or IT administrators

Specialist users/specialist IT controllers/contract or budget managers

Commercial license administration staff

ITSM process owners



This two-day product training course teaches you how to exploit the full potential of Matrix42 Software Asset Management. You will learn how to optimally adapt processes and rules to the needs and current situation of your company. At the end of this training course, you will be able to collect, validate, and interpret all data with little effort. You will be able to implement the requirements of software asset management, taking into account your infrastructure and the specifications of software manufacturers.

© √☆ Requirements

Basic knowledge operating the Matrix42 Software Asset Management solution. Basic knowledge of the most common licensing programs and models.

Recommended is a participation in the Matrix42 **Software Asset Management Basics of licence** management and a certification as Matrix42 software Asset Management with Microsoft License-Pro (MLP). We offer both trainings as a supplement to this training.



- Administration
 - > System configuration, objects, and services
- Master data
 - Organization in Matrix42 Software Asset management
- IT asset management
 - Manage systems for mapping compliance
 - > Identify applications and analyze their use
-) Operations
 - > Control the identification of licensing requirements
 - Manage and evaluate license contracts
- > Administration of the commercial license inventory
-) Baseline

Matrix42 Software Asset Management with Microsoft License-Pro (MLP)



Project managers

ITSM process owners

Specialist users or managers in the areas of IT controlling

Workspace management or IT administrators



The training course provides you with all the necessary knowledge to navigate the complex world of Microsoft licensing. The different types of contracts as well as the individual products are introduced and explained in detail.

You will gain detailed insights into the various licensing models and contract types offered by Microsoft. You will get to know the different products and their licensing options, and you will discover that there is no such thing as "the one" correct licensing method.

The training is suitable for deepening and refreshing your knowledge. As a complement to this training course, we recommend the Matrix42 Software Asset Management Basics and Matrix42 Software Asset Management Administration training courses, which are to be booked separately.

© Requirements

Basic knowledge of software purchasing and license management.

Prior participation in **Matrix42 Software Asset Management Basics** is recommended.



-) Basics of Microsoft licensing: Product types, license models, license programs (EA, MPSA, CSP, Open)
-) Office desktop applications
-) Office 365 and EMS
- > Windows 10
- Microsoft 365
- > EA Enterprise Enrollment
- > Microsoft Azure and on-premises basics Servers
- > Windows Server and System Center
- Microsoft Azure
- > SQL server
- Developer tools
- > EA Server and Cloud Enrollment (SCE)

Matrix42 Software Asset Management and IBM ILMT



Commercial employees license management

SAM officers

IT license managers

IT controllers

Matrix42 Partner

specialist users / specialists in the areas of IT controlling / contract management or budget management

workspace management or IT administrators

ITSM process managers



In our one-day product training, you will learn how to exploit the full potential of Matrix42 Software Asset Management and IBM ILMT.

You will learn how to map your IBM license requirements optimally and on the basis of the IBM ILMT product terms in the tool.

The aim is the efficient use of the system, the establishment of the data provider and the transparency and accounting of your IBM software products using ILMT.

© √☆ Requirements

Knowledge of the operation of the Matrix42 software asset management and service management. Basic knowledge of the licensing programs and models of the common manufacturers.



- Overview of the IBM License Metric Tool
- > ILMT / BigFix agent
- > Setup of the Matrix42 data provider
-) Import of the ILMT data

Use Cases

- > IBM Agent Deployment Status
- > IBM Software Deployment Status
-) IBM specific fingerprints and software products
- Illustration of IBM-specific license models and metrics (what can ILMT do)
- Accounting



EgoSecure Data Protection

Total security for your devices

Digital networking and the ever growing diversity of devices increase the risk of both malware infiltration and theft of valuable data. Conventional protection concepts consisting of a firewall and antivirus solutions have long since ceased to be adequate to close security gaps. In addition, there are the legal requirements of the EU GDPR, which require special protection of personal data.



Matrix42 EgoSecure

Data Protection

Duration: Four day



System and network administrators

IT and system managers

IT security officers



The Matrix42 EgoSecure Data Protection Training is a practice-oriented training that covers the topics of data protection and endpoint security.

After an extensive introduction to IT security measures, the participants in the training simulate the role of the administrator and configure specially installed computer systems for this. This gives you a practical insight into the methods and tools of endpoint and data protection. Practical and theoretical units increase the handling of EgoSecure protective measures and awareness of security risks.

The participants learn what possibilities EgoSecure Data Protection offers. This allows you to optimally adapt company security to the needs and circumstances in your company.

Practical examples and exercises teach how to integrate the Matrix42 EgoSecure products in just a few steps and how to fully utilize the possibilities of EgoSecure Data Protection.



- System requirements
- Installation of the EgoSecure infrastructure
- Connection to directory services, SMTP server, proxy & Co.
- · Client management, reliability and load balancing
- Administrators and their authorizations / distribution of administrative tasks
- Securing the EgoSecure infrastructure
- Management of online and offline clients
- Management of EgoSecure servers and the Cloud Connect system
- Configuration of log files for server and client
- EgoSecure evaluation options and revision
- Application scenarios for the control and filtering of data interfaces
- · Protection against unauthorized use
- · Secure deletion of data
- Configuration of event-driven actions
- Energy saving solutions and optimal performance for your systems
- Examination of client-side resources
- Configure and use full disk encryption
- Encryption of external data carriers
- Encryption of network shares, local folders and cloud folders
- Application scenarios for encryption
- Disaster recovery scenarios
- Traceability of data outflows, weak points and risks
- Set up automated reporting
- Interfaces between the EgoSecure protection functions

Requirements

Note: No previous product-related knowledge is required for the EgoSecure Data Protection Training.



Unified Endpoint Management A single management solution for all devices

Matrix42 Unified Endpoint Management (UEM) allows you to conveniently manage mobile, physical, and hybrid end devices via a centralized interface. This covers the entire end device lifecycle, from provisioning through to decommissioning. The solution combines the advantages of classic client lifecycle management (CLM) and enterprise mobility management (EMM) in a single product. Key Benefits: Less administration, lower infrastructure costs, and reduced complexity of your IT infrastructure.



We offer the following training courses in the field of Unified Endpoint Management (UEM):

- > Matrix42 UEM Empirum Administration
- > Matrix42 UEM Empirum Packaging
- > Matrix42 UEM Empirum Patch Management
- > Matrix42 UEM Silverback Administration

You can find all relevant information on training content, dates, and booking at:

marketplace.matrix42.com/academy

Matrix42 UEM Empirum

Administration



Workspace or IT administrators

Matrix42 partners



You will gain comprehensive insights into the use of the Inventory, OS Installer, Software Management, and Personal Backup modules. Based on practical examples, you will learn how to integrate the components in just a few steps and fully exploit the possibilities of Matrix42 Unified Endpoint Management.



Basic understanding of the administration of physical workstations, basic knowledge of SQL, experience in the administration of IT infrastructures.



- Structure of the Empirum Server file system, data bases, and services
- > Empirum Management
 - Concept of assignments via configuration and assignment groups
 - Assignment and distribution of operating systems and application software
 - Distribution options
 - Logs and alarms
- > Configuration options of the Empirum agent
- Inventory check of the clients and evaluation of the inventory
- Backup and restore of data and settings of the clients using Personal Backup
- > Patch management

Matrix42 UEM Empirum

Packaging



Project managers

Workspace or IT administrators

Specialist users/managers of HelpDesk/IT services



The participants are comprehensively trained in the use of the packaging technologies of Matrix42 Unified Endpoint Management and gain deep insights into the basics of packaging. A key component of the course is the creation of software distribution packages or their adaptation. You will learn the basics of the Matrix42 scripting language for the flexible and dynamic distribution of your software packages. Relevant examples illustrate how you can make full use of the possibilities with just a few steps.



Experience in the administration of IT infrastructures.

Previous participation in the Matrix42 UEM Empirum

Administration training course is strongly recommended.



- > Basics of packaging, necessary components, tools
- > Empirum Packaging Center
 - > Install the Packaging Center on the client
 - The Package Wizard, the .ini file, special options, and diff.inf
- Integrate a new package in the Software Depot
- > Check the Setup.inf installation script
- > Empirum Package Editor
- > Tests installation, function, and uninstallation
- > Structure of the Setup.inf file
- > Package creation (MSI)
 - MSI basics
- Adobe Reader 11 packaging with the Empirum MSI Transformer
- Determine the appropriate installation type (Diff vs. unattended)
- Create a package with the help of the package wizard
- Empirum scripting
- > Packaging Office 2013
 - Adapt the installation
- > Package robot
- Install updates and extensions

Matrix42 Mobile Device Management (UEM Silverback)

Administration



Project managers

Workspace or IT administrators

business users / business managers of the HelpDesk / IT services departments



Objectives

Participants will be comprehensively trained in the use of the Enterprise Mobility Management / Mobile Device Management solution from Matrix42 as part of Secure Unified Endpoint Management and gain a deep insight into the basics of endpoint management via Matrix42 Silverback.

A fixed component of the training course is the configuration and connection to the major operating system manufacturers Apple, Google and Microsoft. After successful configuration, the usual device management tasks are discussed, such as distributing applications, profiles and restrictions. Special tasks such as setting up the Android Enterprise and Apple device enrollment program and Windows 10 Autopilot are also part of this training. Practical examples are used to show how you can take full advantage of the possibilities with just a few steps.



Experience in the administration of IT infrastructures.



- Overview Admin Console
 - devices
 -) tags
 - App Portal
 -) User
 -) Admin Area
- Connect to Apple (APNS)
- Connection Android
- Device Enrollment
 - > Enrollment Simple Devices
 - > Enrollment supervised IOS Devices
- > Enrollment enterprise Android Devices
- App Portal
 - > Apple App Store / Google Play Store
 - Android Enterprise
 - > Volume Purchase Program (VPP)
- Tags
- > System tags vs. admin tags
-) General
- Profile
-) Guidelines
- Apps
- Content



All dates for the training courses can be found on the Matrix42 Marketplace

Here you will find all relevant information and can book your training in a simple, hassle-free manner: marketplace.matrix42.com/academy

If you require individual or on-site training or have further questions about our training courses, please contact us at:

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About Matrix42

Matrix42 supports organizations in digitalizing and securing their employees' work environments.

Our digital workspace management software manages devices, applications, processes, and services in a simple, secure, and compliant manner.

Matrix42 GmbH is headquartered in Frankfurt/Main, Germany, and sells and implements software solutions worldwide with the help of local and global partners.